



Disciplinary and Dismissal Policy

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1. Introduction

The procedures set out below do not form part of your contract of employment and Reigate Grammar School Riyadh (RGSR) is not obliged contractually to follow precisely the procedure in every instance.

The school aims to ensure that there will be a fair and systematic approach to the implementation of standards of conduct affecting all employees within the school. To this end the following procedure will apply.

2. Warnings

2.1 Informal Oral Warning

Minor breaches of discipline, misconduct, poor timekeeping, etc. may result in an informal oral warning given by the Head of School. An informal warning will be recorded and retained in the employee's HR file and will remain active for disciplinary purposes for 12 months.

It is expected that in most cases an informal oral warning will resolve most difficulties. Where an employee commits a more serious act of misconduct or fails to improve and maintain that improvement with regard to conduct, behaviour or job performance, the formal steps detailed below may be taken.

2.2 Formal Oral Warning

For more serious matters and/or continued failure to meet the expectations of RGSR, the employee will be given a formal oral warning. The employee should be advised of the reason for the warning, and this will be confirmed in writing.

2.3 Formal Written Warning

In the case of a more serious offence; if a further offence occurs within the currency of a prior warning; and/or continued failure to meet the expectations of RGSR, the employee may be given a formal written warning or, where the offence is sufficiently serious, a final written warning.

The written warning should state:

- a) details of the misconduct or complaint that has occasioned the warning;
- b) details of the action necessary to remedy the situation and any period of review;
- c) the period of time the warning will remain active on the employee's file for disciplinary purposes;
- d) that the employee has the right to appeal against the warning;
- e) that any further misconduct of any kind will result in:
 - dismissal with appropriate notice in the case of a final written warning, or
 - a further disciplinary meeting and a final written warning which, if unheeded, may result in dismissal with notice.

Prior to the employee receiving the formal written warning a meeting should be conducted by the Heads of Schools.

In good time before the meeting, the employee will be advised in writing of the school's reason(s) for thinking that the employee is guilty of misconduct or unsatisfactory job performance. At the meeting, the employee will be invited to state his or her case and to answer the allegations against him or her. If, following the meeting, it is decided that disciplinary action should be implemented, the employee will be told of the decision and given a letter in confirmation of this within 5 working days.

2.4 Length of Warnings

All warnings shall be expunged from the employee's record after a lapse of two years in the case of a formal oral warning and four years in the case of a formal written warning from the date of the warning, provided there has been no further breach of discipline in the intervening period. However, in the case of warnings related to Child Protection, these will remain on the employee's record indefinitely.

3. Dismissal

Employees may be summarily dismissed if it is established, after investigation and meeting to hear the employee's version of the matter, that there has been:

- a) an act of gross misconduct (see Appendix I);
- b) major breach of duty or conduct that brings or might bring the school's name into disrepute.

The final decision to dismiss can only be taken by the Head of School when satisfied with the facts of the case and the relevance of any mitigating factors.

Alternative disciplinary actions short of dismissal may be considered. These are:

- a) suspension without pay up to a maximum of seven days;
- b) demotion to a suitable job, if one is available;
- c) removal of responsibilities or status and any pay increment associated with that.

4. Suspension

The employee may, at the school's discretion, be suspended with pay while the circumstances of any complaint or allegation are investigated. In cases of potential gross misconduct, suspension with pay will be automatic. Such suspension does not constitute a disciplinary sanction but is instigated in order to allow the school to investigate the conduct in question properly.

Appendix I

Gross misconduct includes (but is not limited to):

- a) serious acts of insubordination;
- b) serious breaches of health and safety rules;
- c) theft;
- d) fraud and deliberate falsification of records;
- e) being under the influence of alcohol or drugs during working hours;
- f) offences related to the abuse of children or conduct of a similar nature;
- g) serious negligence (even a single error where the actual or potential consequences are extremely serious), which causes, or is likely to cause, unacceptable loss, damage or injury;
- h) flagrant failure to follow the school's documentary procedures and regulations;
- i) wilful failure to carry out a reasonable direct instruction given by the Head of School or immediate superior or person acting with the authority of the Head of School;
- j) breach of duty regarding non-disclosure of confidential information;
- k) deliberate or negligent damage to the school's property;
- l) disorderly or indecent conduct;
- m) unauthorised absence;
- n) fighting on the school's premises or threatening physical violence;
- o) acts of incitement or actual acts of discrimination or harassment on the grounds of sex, marital status, civil partnership status, pregnancy, colour, race, nationality, national origins, ethnic origins, religion or belief, religious practices, sexual orientation, disability or age;
- p) misuse of the school's computer system, including misuse of e-mail and Internet access;
- q) tarnishing the school's reputation and/or image through actions outside of school;
- r) breaking the law(s) of the Kingdom of Saudi Arabia.